

CITY OF HOUSTON

Notice to all Coin Operated Machine Vendors

Department of Finance & Administration

P. O. Box 1561 • Houston, Texas 77251-1561 • 713/837-9838

FOR OFFICE USE ONLY

Decal Series: _____

Decals Issued: _____

Issued by: _____

Date issued: _____

It is unlawful for an owner to display or exhibit for commercial use any coin operated machine which does not have a decal evidencing payment of the occupation tax PROPERLY ATTACHED TO THE MACHINE. The machine cannot be plugged in without the decal.

After January 31 of each year, the Director of Finance and Administration or his departmental employees, will **SEAL** any coin operated machine upon which the tax required has not been paid or upon which the decal is not **PROPERLY** displayed. For each machine sealed there will be a \$25.00 penalty and a \$5.00 release fee. The owner or agent must appear in person to pay the penalty and release fees. Only cash or cashier's check will be accepted.

Upon proof of payment of the occupation tax (\$15.00), the penalty fee (\$25.00), and the release fee (\$5.00), the Director of Finance and Administration or his employees will remove or authorize removal of the seal.

The foregoing statement has been read and acknowledged. _____

OWNER OR AGENT SIGNATURE

The City now offers two methods for obtaining the coin decals. You may complete this application and come to our office to purchase the decals, or you may mail in your payment along with this application. All information requested must be provided including the make, model and serial number of each machine. Should you prefer to have your decals returned by mail, please enclose \$5.00 return postage and handling fee. No charge for pick-up orders.

Owner Name _____ Telephone No. _____
PRINT OR TYPE

Business Name _____ Telephone No. _____
PRINT OR TYPE

Business Mailing Address: _____ Zip Code _____
PRINT OR TYPE

Owner Signature _____ Driver's Lic. # _____ State _____

For orders by mail: Cashier's checks only. For in-person orders: Cash or Cashier's check
No mail orders will be accepted after January 15.

New Account ☐ Renewal ☐ Additional Purchase ☐ Account Number _____

Total Number Decals _____ x \$15.00 each = \$ _____
Return Postage & Handling Fee (mail order only) \$ 5.00
Total Amount Enclosed \$ _____

☐ Return by mail ☐ Will pick-up (no return fee charge for postage/handling)

Mail completed application and cashier's check to:

City of Houston
Finance and Administration Department
P. O. Box 1561, Houston, Texas 77251-1561

The cost of the decals are prorated quarterly for newly acquired machines only, as shown below.
Use this schedule to determine the total amount to enclose.

December 16th - March	\$15.00 each
April - June	11.25 each
July - September	7.50 each
October - December 15th	3.75 each

Please complete the information on the back of this application.

[illegible]